

American Community Survey

Summary File Excel Retrieval Tool

User Guide

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Introduction

This tool allows users to load tables from the American Community Survey Summary File into an Excel spreadsheet, then sort or manipulate it as needed. This tool works best for users who need data for a few tables. Users who need data for more than 20 tables are encouraged to access the ACS Summary File directly on the FTP site at <http://www2.census.gov/>.

Please note users must have MS Excel 2007 or newer to run this tool. It is recommended that you **close all other applications when using this tool**.

This software was developed and tested for use in PC environments with mid to high-end PC hardware, up to date software, and a mid to high speed internet connection such as those found in governments, educational institutions, and businesses. Ensure that your computing environment conforms to the minimum requirements listed in this document before launching this application.

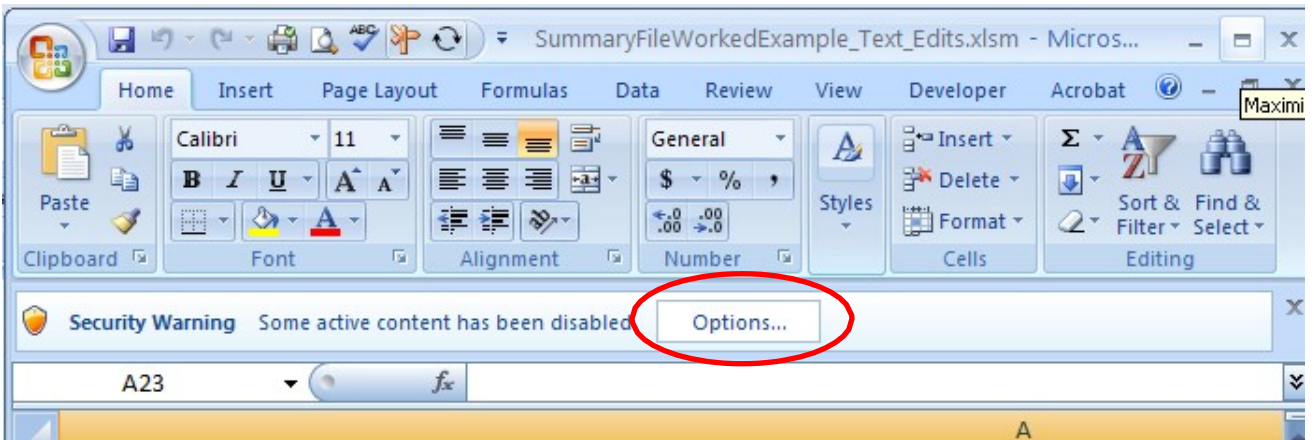
This tool will retrieve ACS Summary Files for the following:

- 2011 ACS 1-year estimates
- 2009-2011 ACS 3-year estimates
- 2007-2011 ACS 5-year estimates
- 2010 ACS 1-year estimates
- 2008-2010 ACS 3-year estimates
- 2006-2010 ACS 5-year estimates
- 2009 ACS 1-year estimates
- 2007-2009 ACS 3-year estimates
- 2005-2009 ACS 5-year estimates
- 2008 ACS 1-year estimates
- 2006-2008 ACS 3-year estimates

Step-by-Step Instructions

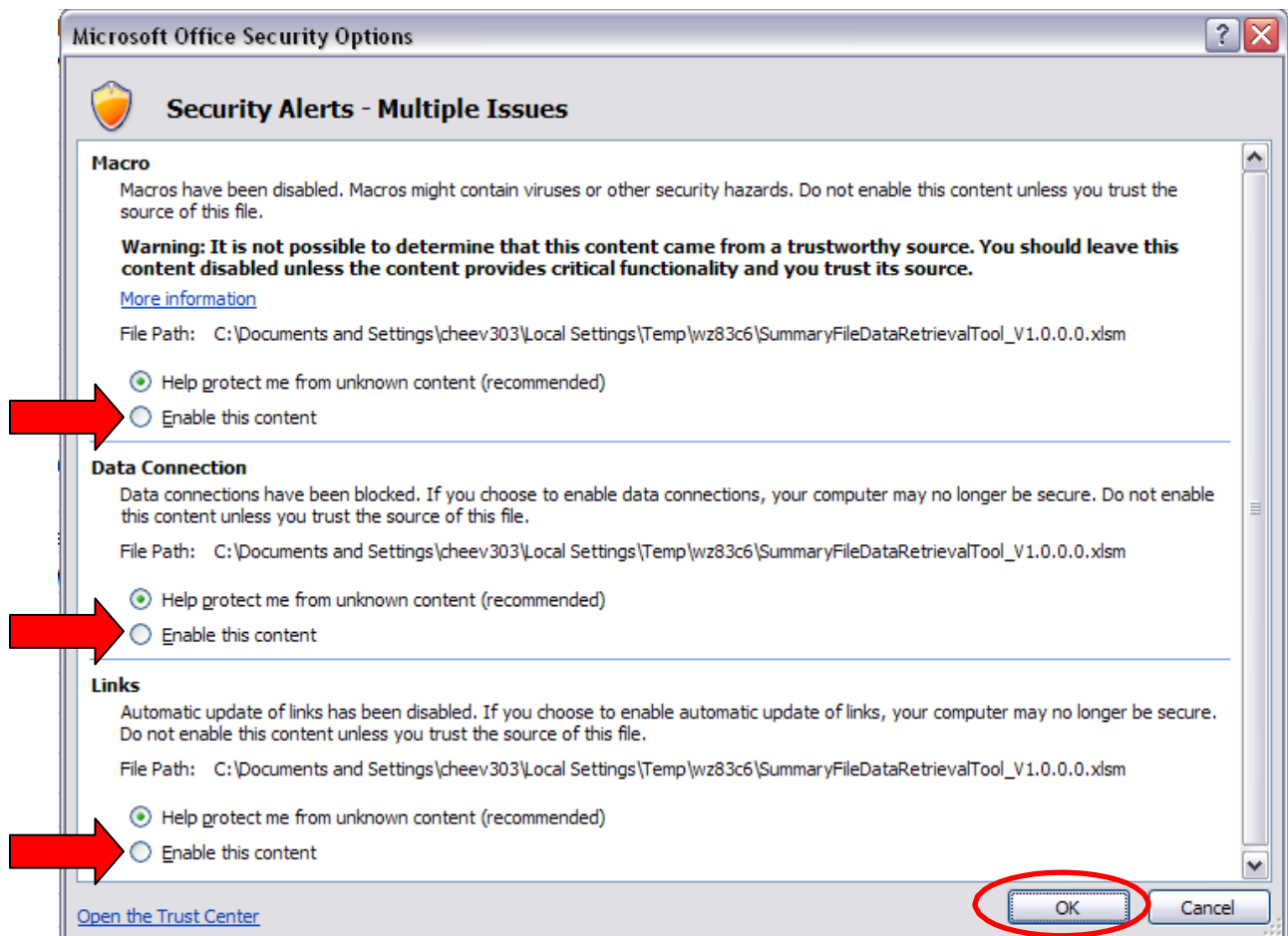
1. Open the Summary File Retrieval Tool at:
http://www.census.gov/acs/www/data_documentation/summary_file/
2. Enable the Macro(s): Click on “Options...” in the Security Warning bar

Figure 1



3. Select the radio button(s) to “Enable this content” → Click “OK”

Figure 2




4. Click on the application icon  → A popup window will appear (Fig. 4) “Step 1 of 2: Select a Major geographic area and dataset”

Figure 3

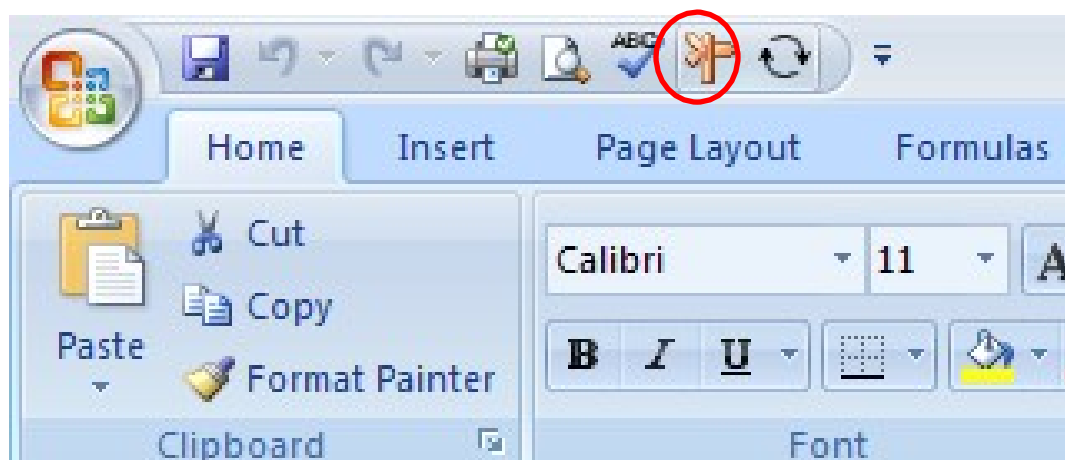
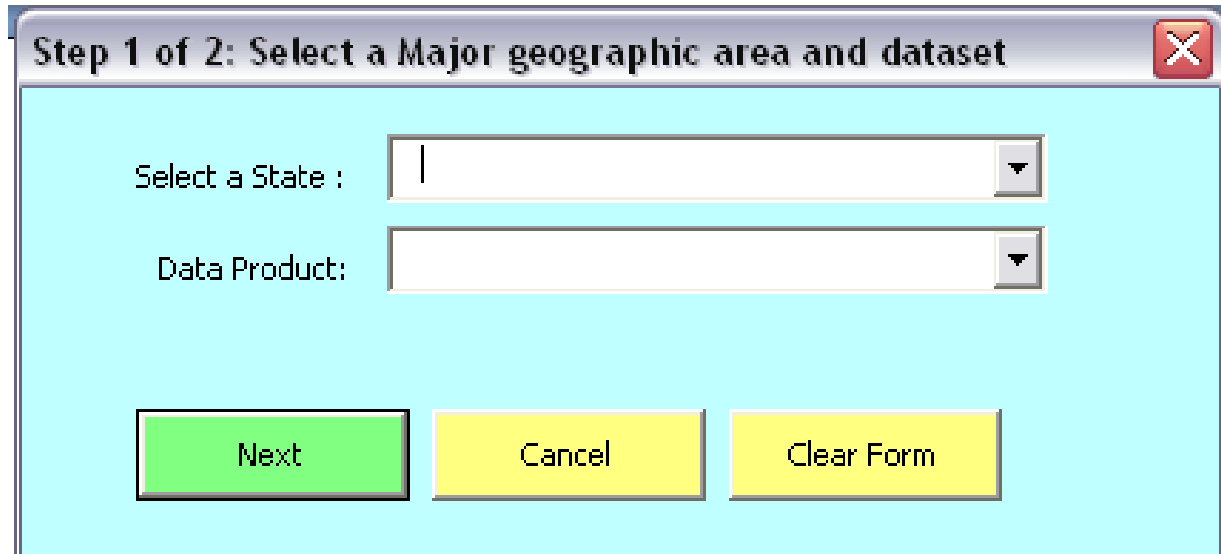


Figure 4



Step 1 of 2: Select a Major geographic area and dataset

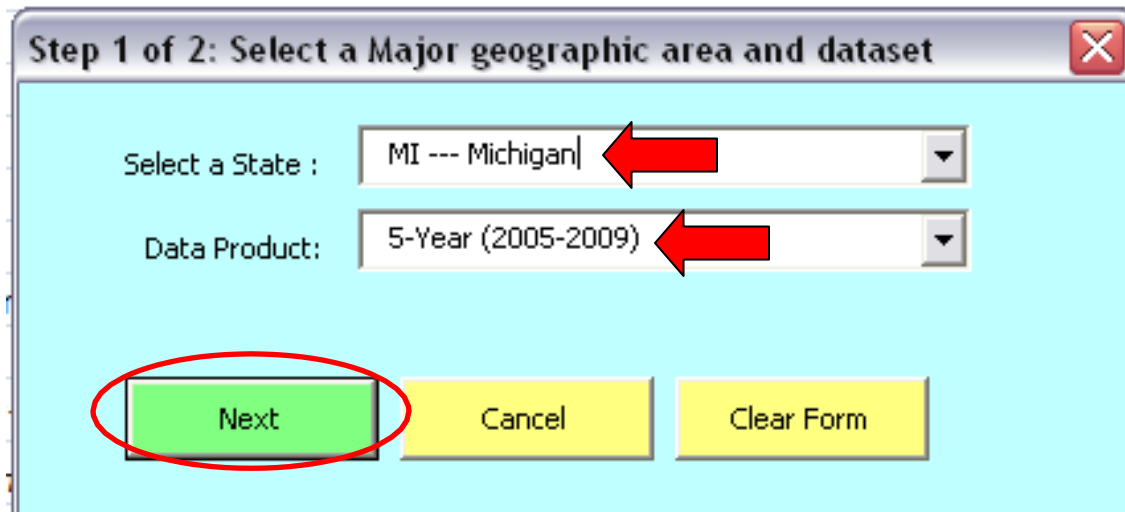
Select a State :

Data Product:

Next Cancel Clear Form

5. Select from the drop down menu or type a state, Puerto Rico or United States → Select a dataset year from the dropdown → Click “Next”
 - i. Figure 5 shows Step 1 complete with Michigan as the state and the 2005-2009 ACS 5-year data as the dataset.

Figure 5



Step 1 of 2: Select a Major geographic area and dataset

Select a State : MI --- Michigan

Data Product: 5-Year (2005-2009)

Next Cancel Clear Form

6. The next window “Step 2 of 2: Table Lookup” allows you to select a Detailed Table by Table ID or Table Description.
- Click the first checkbox if you are interested in data for Tracts and Block Groups only.
Tracts and block groups are only available in the 5-year estimates.
 - When selecting Tracts and Block Groups, please keep in mind that not all tables are available at the block group level. Please check Appendix E in the Summary File Technical Documentation to see if your table is available at this geography.
 - Click the second checkbox to include the estimates and margin of errors in columns side-by-side. Please note: selecting the second checkbox will increase processing time. Leaving the box unchecked will produce the estimates and margin of errors in two separate Excel sheets.
 - Select a table → Click “Next”

Figure 6

Step 2 of 2: Table Lookup

Select Table Name by ID or by Table Description

☒ Select by Table ID ☐ Select by Table Description

☐ Tract and Block Groups ONLY (no checkmark defaults to all Geographies NOT including Tract and Block Groups)

☐ Merge Estimates with Margin of Errors (This will take time to perform depending on the table size selected)

Next Cancel Clear Form

7. Figure 7 shows Step 2 complete with “Household Language by Linguistic Isolation” for Tracts and Block Groups only.

Figure 7

Step 2 of 2: Table Lookup

Select Table Name by ID or by Table Description

☐ Select by Table ID ☒ Select by Table Description

Table Name by Description: HOUSEHOLD LANGUAGE BY LINGUISTIC ISOLATION

☒ Tract and Block Groups ONLY (no checkmark defaults to all Geographies NOT including Tract and Block Groups)

☐ Merge Estimates with Margin of Errors (This will take time to perform depending on the table size selected)

Next Cancel Clear Form

8. Lastly, you will receive a popup window indicating the Summary File retrieval is complete. Simply click "OK"

Figure 8

The screenshot shows a Microsoft Excel window titled "SummaryFileDataRetrievalTool_V1.0.0.0.xlsm". The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, and Acrobat. The Data tab is active, showing options like From Access, From Web, From Text, From Other Sources, Existing Connections, Refresh All, Properties, Edit Links, Sort, Filter, Clear, Reapply, Advanced, Text to Columns, Remove Duplicates, Data Validation, Consolidate, What-If Analysis, Group, Ungroup, Subtotal, Show Detail, and Hide Detail.

The spreadsheet has columns A through M. The data rows (starting from row 1) are as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	
	File Type	Estimate Type	State	Lat	Seq Num	LOGREC NO	Geo Name	B16002 Total:	B16002 English only	B16002 Spanish:	B16002 Linguistically isolated	B16002 Not linguistically isolated	B16002 Other Indo-European languages:	B16002 Linguistically isolated
1							Block Group 1, Census Tract 9801, Alcona County, Michigan	457	433	0	0	0	24	0
2760	ACSSF	2009e5	mi	000	0042	0011922	Block Group 2, Census Tract 9801, Alcona County, Michigan	607	569	8	4	4	26	0
2761	ACSSF	2009e5	mi	000	0042	0011923	Block Group 1, Census Tract 9802, Alcona County, Michigan	386	366	3	0	3	4	0
2762	ACSSF	2009e5	mi	000	0042	0011924	Block Group 2, Census Tract 9802, Alcona County, Michigan	367	359	4	0	4	4	0
2763	ACSSF	2009e5	mi	000	0042	0011925	Block Group 1, Census Tract 9804, Alcona County, Michigan	608	590	2	0	2	14	0
2764	ACSSF	2009e5	mi	000	0042	0011926	Block Group 2, Census Tract 9804, Alcona County, Michigan				0	6	12	0
2765	ACSSF	2009e5	mi	000	0042	0011927	Block Group 1, Census Tract 9805, Alcona County, Michigan	427	412	6	0	6	3	0
2766	ACSSF	2009e5	mi	000	0042	0011928	Block Group 2, Census Tract 9805, Alcona County, Michigan	263	253	3	0	3	7	0
2767	ACSSF	2009e5	mi	000	0042	0011929	Block Group 1, Census Tract 9806, Alcona County, Michigan	403	389	0	0	0	11	0
2768	ACSSF	2009e5	mi	000	0042	0011930	Block Group 0, Census Tract 0, Alger County, Michigan	0	0	0	0	0	0	0
2769	ACSSF	2009e5	mi	000	0042	0011931	Block Group 1, Census Tract 9801, Alger County, Michigan	425	425	0	0	0	0	0
2770	ACSSF	2009e5	mi	000	0042	0011932	Block Group 2, Census Tract 9801, Alger County, Michigan	708	654	15	0	15	25	0
2771	ACSSF	2009e5	mi	000	0042	0011933	Block Group 3, Census Tract 9801, Alger County, Michigan	592	573	12	7	5	7	0
2772	ACSSF	2009e5	mi	000	0042	0011934	Block Group 1, Census Tract 9802, Alger County, Michigan	646	600	27	0	27	13	0
2773	ACSSF	2009e5	mi	000	0042	0011935	Block Group 2, Census Tract 9802, Alger County, Michigan	586	509	2	0	2	31	0
2774	ACSSF	2009e5	mi	000	0042	0011936								
2775	ACSSF	2009e5	mi	000	0042	0011937								
2776	ACSSF	2009e5	mi	000	0042	0011938								

A popup window titled "Microsoft Excel" is displayed in the center of the screen. It contains the message: "Operation Complete for product year 2009 for selected 5 year data product." and an "OK" button, which is circled in red.

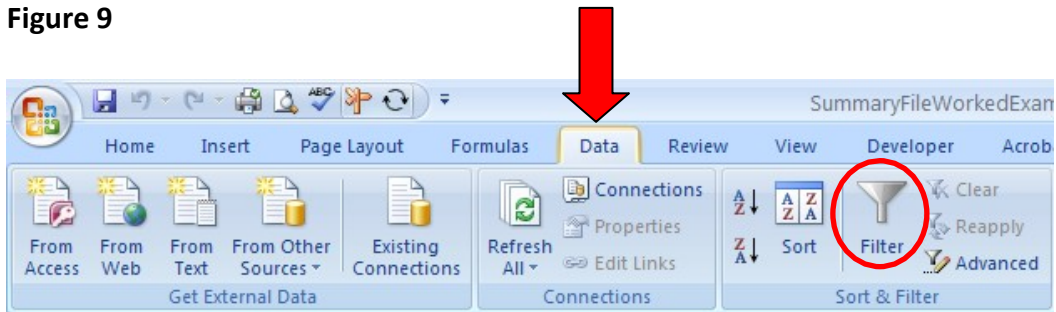
The status bar at the bottom of the Excel window shows "Adjusting Headings. Please Wait....." and a zoom level of 100%.

Apply Filtering

You can easily sort the data by applying the Filter. There are several ways to sort the data in Excel; this example just displays one way to sort the data by Block Group.


1. Select the "Data" tab → Click on "Filter"

Figure 9



2. Now you will see  within the column headers.

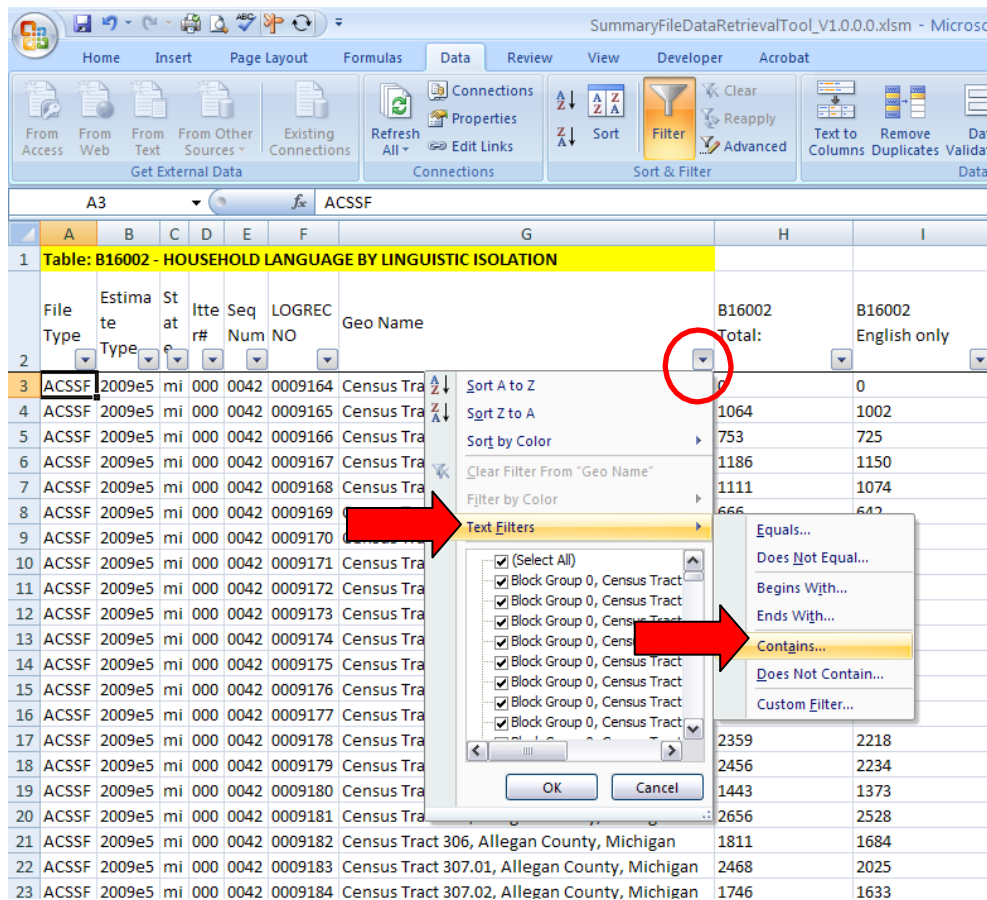
Figure 10



SummaryFileDataRetrievalTool_V1.0.0.0.xlsm - Microsoft Excel										
Table: B16002 - HOUSEHOLD LANGUAGE BY LINGUISTIC ISOLATION										
File Type	Estimate	Status	Lat	Seq	LOGREC	Geo Name	B16002 Total:	B16002 English only	B16002 Spanish:	B16002 Linguistically isolated
ACSSF	2009e5	mi	000	0042	0009164	Census Tract 0, Alcona County, Michigan	0	0	0	0
ACSSF	2009e5	mi	000	0042	0009165	Census Tract 9801, Alcona County, Michigan	1064	1002	8	4
ACSSF	2009e5	mi	000	0042	0009166	Census Tract 9802, Alcona County, Michigan	753	725	7	0
ACSSF	2009e5	mi	000	0042	0009167	Census Tract 9804, Alcona County, Michigan	1186	1150	8	0
ACSSF	2009e5	mi	000	0042	0009168	Census Tract 9805, Alcona County, Michigan	1111	1074	6	0
ACSSF	2009e5	mi	000	0042	0009169	Census Tract 9806, Alcona County, Michigan	666	642	3	0
ACSSF	2009e5	mi	000	0042	0009170	Census Tract 0, Alger County, Michigan	0	0	0	0
ACSSF	2009e5	mi	000	0042	0009171	Census Tract 9801, Alger County, Michigan	1725	1652	27	7
ACSSF	2009e5	mi	000	0042	0009172	Census Tract 9802, Alger County, Michigan	1232	1109	29	0
ACSSF	2009e5	mi	000	0042	0009173	Census Tract 9803, Alger County, Michigan	807	759	13	0
ACSSF	2009e5	mi	000	0042	0009174	Census Tract 0, Allegan County, Michigan	0	0	0	0
ACSSF	2009e5	mi	000	0042	0009175	Census Tract 301, Allegan County, Michigan	2700	2171	400	108
ACSSF	2009e5	mi	000	0042	0009176	Census Tract 302.01, Allegan County, Michigan	1928	1723	112	0
ACSSF	2009e5	mi	000	0042	0009177	Census Tract 302.02, Allegan County, Michigan	1445	1332	44	0

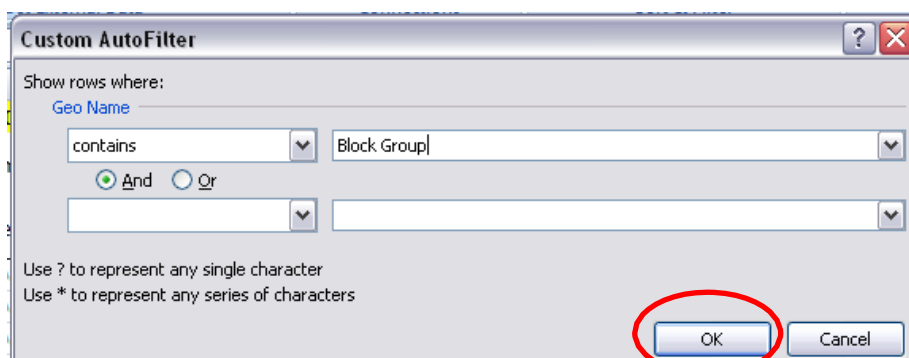
3. Select the dropdown in the “Geo Name” cell → Click on “Text Filters” → Click on “Contains”

Figure 11



4. A pop-up box titled “Custom AutoFilter” will appear (Fig. 12). In this example, we will filter by Block Groups. Type “Block Group” → Click “OK”

Figure 12



5. Now the table only displays data for Block Groups, see Figure 13.

Figure 13

	A	B	C	D	E	F	G	H	I	J	K
1	Table: B16002 - HOUSEHOLD LANGUAGE BY LINGUISTIC ISOLATION										
2	File Type	Estimate	State	Latitude	Seq Num	LOGREC NO	Geo Name	B16002 Total:	B16002 English only	B16002 Spanish:	B16002 Linguistically isolated
2760	ACSSF	2009e5	mi	000	0042	0011921	Block Group 0, Census Tract 0, Alcona County, Michigan	0	0	0	0
2761	ACSSF	2009e5	mi	000	0042	0011922	Block Group 1, Census Tract 9801, Alcona County, Michigan	457	433	0	0
2762	ACSSF	2009e5	mi	000	0042	0011923	Block Group 2, Census Tract 9801, Alcona County, Michigan	607	569	8	4
2763	ACSSF	2009e5	mi	000	0042	0011924	Block Group 1, Census Tract 9802, Alcona County, Michigan	386	366	3	0
2764	ACSSF	2009e5	mi	000	0042	0011925	Block Group 2, Census Tract 9802, Alcona County, Michigan	367	359	4	0
2765	ACSSF	2009e5	mi	000	0042	0011926	Block Group 1, Census Tract 9804, Alcona County, Michigan	608	590	2	0
2766	ACSSF	2009e5	mi	000	0042	0011927	Block Group 2, Census Tract 9804, Alcona County, Michigan	578	560	6	0
2767	ACSSF	2009e5	mi	000	0042	0011928	Block Group 1, Census Tract 9805, Alcona County, Michigan	311	308	0	0
2768	ACSSF	2009e5	mi	000	0042	0011929	Block Group 2, Census Tract 9805, Alcona County, Michigan	373	354	0	0
2769	ACSSF	2009e5	mi	000	0042	0011930	Block Group 3, Census Tract 9805, Alcona County, Michigan	427	412	6	0
2770	ACSSF	2009e5	mi	000	0042	0011931	Block Group 1, Census Tract 9806, Alcona County, Michigan	263	253	3	0

Reset the Template


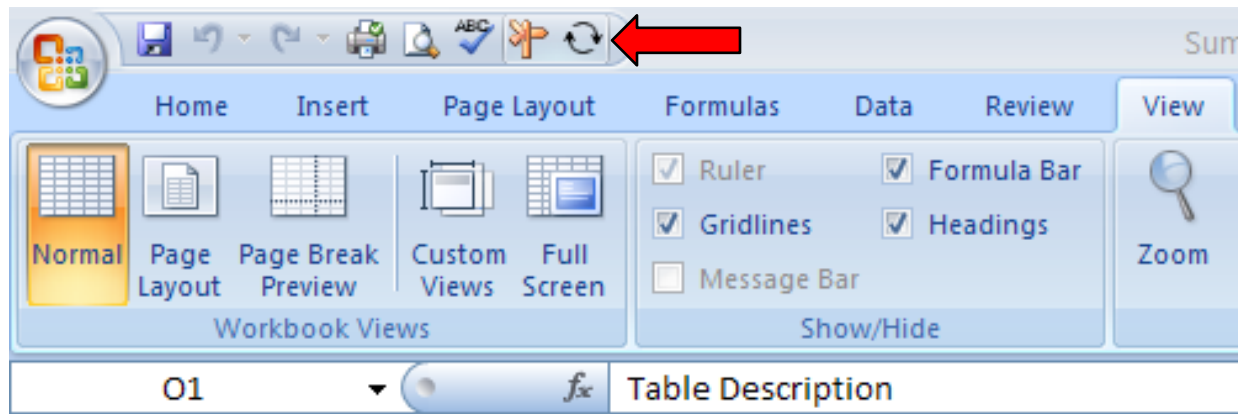
Click the reset button  to clear the template and search for a new table.

Figure 14



Minimum Hardware and Software Requirements

MS Office Product:

Office 2007 and newer

Minimum Hardware Requirements:

Intel(R) Core(TM) 2 Duo CPU E6550 @ 2.33 GHz or comparable

OR

AMD Phenom™ II X2 Processor Model 555 at 3.2 GHz or comparable

Total Physical Memory 4,096.00 MB or higher

Operating System:

Microsoft Windows XP Professional or newer

Compression/Un-Compression Application:

Winzip version 14.5 or compatible

Internet Connection:

DSL connection at 1.0 Mbps or greater is recommended. The slower the connection speed the longer the download speed.

Netbooks, iPad and like Smart Devices:

These devices do not have enough CPU power and memory to allow the application to execute in an acceptable time frame. It may take hours to process the data once downloaded.

Microsoft's minimum requirements for Excel 2010

2010 Reference: (<http://office.microsoft.com/en-us/products/microsoft-office-2010/system-requirements-HA101810407.aspx>)